

City of Lakeland

Position Description

<u>Position Title</u>	<u>City Inspector</u>	<u>Revised</u>	<u>08/14</u>
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I. General Summary of Overall Responsibilities

Performs a broad range of standard inspections to ensure construction conformance to detailed plan specifications, safety standards, and City codes, ordinances, and regulations. Documents inspection findings and status of projects.

II. Listing of Individual Duties and Responsibilities

Essential duties and responsibilities include those listed below and may be supplemented, as necessary. Reasonable accommodations may be made in accordance with the Americans with Disabilities Act (ADA). Other duties may also be assigned, as indicated below.

1. Inspects standard construction projects (e.g. City and private development projects, irrigation systems, streets, sidewalks, driveway inlets, curbs and gutters, utilities, sanitary sewers, clearing and grubbing, grading, erosion control, pre-construction status, and storm drainage systems) for adequacy of materials; appearance; and compliance with safety standards, codes, ordinances, regulations, and plan specifications (e.g. placement of forms in preparation for concrete pouring, concrete specifications, asphalt specifications and paving, and grading operations).
2. Makes field quantity measurements to verify accuracy of dimensions and prepares tabulations for partial and/or final payment on City projects.
3. Examines contractors' invoices for accuracy prior to releasing for payment on City projects.
4. Notifies and advises construction contractors regarding compliance with City standards, contract specifications, and approved plans; issues violations for noncompliance and stops construction work when conditions warrant such actions.
5. Assists in performing surveying functions.
6. Performs inspections involving driveways, sidewalks, curb cuts, and refunds.
7. Works with the City Attorney in issuing court citations and representing the City in Environmental Court cases involving code enforcement issues.
8. Performs stormwater inspections to ensure compliance with MS4 permit.
9. Documents inspection findings and status of projects by preparing sketches of construction installations, taking photographs, and logging work activities.

10. Maintains records and prepares reports of construction and inspection activities.
11. Responds to questions, requests for information, and complaints regarding construction projects.
12. Adheres to safe work practices and procedures.
13. Performs other duties as assigned

III. Minimum Knowledge and Training Required

High school diploma or General Educational Development (G.E.D.) and a minimum of one (1) year related experience. Ability to obtain TDEC Level I Erosion Prevention and Sediment Control Certification within 1 year of employment. Knowledge of basic construction materials, practices and techniques. Ability to read and interpret construction plans and specifications. Knowledge of geometric principles and engineering methods and techniques. Knowledge of safety precautions, practices, and procedures. Commitment to safety in all aspects of the job. Effective communication (oral and written), persuasion, and public relations skills. Effective interpersonal skills and ability to interact with tact. Ability to use and maintain construction inspection tools, including tape measures, survey instruments, metering devices, and test equipment. Ability to understand and apply city codes, ordinances, and regulations governing construction projects. Ability to develop reports and other records related to inspection activities. Ability to work with limited supervision. Ability to plan and carry out multiple assignments. Computer skills preferred (e.g. Word, Excel, Internet, e-mail). Valid driver's license from state of residence.

IV. Environmental Conditions

The following environmental conditions are representative of those an employee encounters while performing the essential functions of this job. The majority of time is spent outside under varying conditions, including time spent at construction sites performing inspections. The remainder is performed inside under normal office conditions. Talking and hearing are necessary in communicating with others. Effective vision (near and far) is required. The noise level is normal for an office work environment and varies when working outside. Physical activities include: walking on varying terrains, bending, crouching, kneeling, reaching, standing, pushing, pulling, stooping, and lifting (up to 50 pounds), climbing ladders, and crawling in tight spaces (e.g. sewer manholes).